

THE TRUSTEES OF HARLOW HILL ALLOTMENT ASSOCIATION

FURTHER INFORMATION AND CONDITIONS FOR TENANTS OF PLOTS

1. **Initial Deposit.** A deposit of £25.00 is required to be paid upon accepting a plot. This will be fully refunded when the plot vacated provided it is left in a good and tidy condition.
2. **Health & Safety Guidelines.** Plot holders are required to follow the Associations 'Health & Safety Guidelines' (copy attached)
3. **Sub-letting.** Plot holders are not permitted to sub-let any part of their plot. The assistance of friends/family in the cultivation of the plot is permitted. The registered plot holder is absolutely responsible for ensuring the terms of the tenancy agreement are adhered to.
4. **Site Boundary.** To avoid impeding access for maintenance of the hedges and fences, no structure or heap should be made within one metre of the site boundary.
5. **Water Use.** The plot rent is inclusive of water rate (our water is metered and we have to pay for it). The water supply is turned on during the cultivation season. Plot holders may water their plot with a watering can, and may use a hosepipe to fill a butt on their plot. On payment of an additional fee for a water licence, plot holders may use a hand held hosepipe on their plot during the current season. Sprinklers and unattended hosepipes are never allowed.
6. **Manure.** Plot holders may arrange deliveries of manure, but should first check with a member of the committee that the rides are firm enough..
7. **Shop.** Plot holders are asked to support the allotment shop. The opening times will be sent out at the start of each year and will be displayed in the site noticeboard. Ordering by email is available at certain times of the year.
8. **Seeds.** The Association participates in a Seed Scheme, with orders placed in October/November each year. Please support it.
9. **Mowing Machines.** The association has two small mowers in the shed beside the shop and one in the shed on the small site. Plot holders can use these mowers to cut the paths between adjacent plots. Please keep these paths at least 50 cm wide to accommodate this mower. The larger, self-propelled, mowers are for cutting the rides, and should only be used by authorised members. If you would like to help with cutting the rides, please contact a member of the committee.
10. **Fires.** We are required to have a stated policy on fires. The current policy is: All herbaceous plant material should be composted. As far as possible avoid having fires at any time, though, if unavoidable, you may burn *dry, woody material* on your plot as follows: **Winter** (October to March) on the first Saturday in each month fire to be out before 12 noon; **Summer** (April to September) on the first Saturday in each month fire to be out before 8:00am For more information please see the notice on the site noticeboard or on our website www.harlowhillaa.org .
11. **Locks on Gates.** Please close the gate behind you when you enter or leave the site. Please also lock the gates when you leave the site or when you enter if you are one of only a few people on site and unable to watch the gate. Please make sure the locks are never left with the code showing – otherwise we may have to change the code! If the wheels on the lock are stiff, manoeuvre the hasp in or out to reduce pressure on the mechanism. We try to keep the locks well lubricated.
12. **Theft.** This has not been a major problem to date, though there are occasional instances. Please help by keeping the gates locked, and by not leaving tools lying around.
13. **Wind.** Harlow Hill is subject to high winds. Please ensure that any structures or articles on your plot are robust and firmly secured to the ground.
14. **Harvest.** Please harvest all your crops. Do not leave them to rot on your plot. This is a condition of the tenancy – paragraph 3 overleaf.
15. **Insurance** It is the responsibility of the Tenant to arrange any contents insurance which may be required.
16. **Weedkiller** Plot holders are asked only to use weedkillers **if there is no other alternative**. If they are to be used, plot holders must discuss their plans with a committee member beforehand, must pay attention to weather conditions and ensure no damage is caused to adjacent plots or the rides.
17. **Data Protection** The contact details you provide will be held by the Secretary, the Treasurer and the Lettings' Manager of the Association. They will only be used to communicate with you to keep you informed of matters relating to the allotment site. Your details will be deleted once you cease to be a member of the association. Our Data Protection Policy is available in the Allotment Shop and on our website www.harlowhillaa.org or you can request a copy from the Secretary or the Treasurer.